

Indiana Criminal Justice Institute

Victim Services Division

GRANT ADMINISTRATION DEADLINES

Project period July 1, 2006 through June 30, 2007

IMMEDIATELY

- ☐ **Signed Grant Award Letter, Revised Project Budget (if applicable), completed Subgrant Award Report, Certifications and Acceptance, and Memorandum of Understanding.**

OCTOBER 20, 2005

- ☐ First Quarter Financial Report (reporting for July 1 – September 30)

JANUARY 20, 2006

- ☐ Second Quarter Financial Report (reporting for October 1 – December 31)
- ☐ VOCA Performance Report (reporting for July 1 – December 31)
- ☐ STOP Annual Report (reporting for January 1 – December 31, 2005)

APRIL 20, 2006

- ☐ Third Quarter Financial Report (reporting for January 1 – March 31)

June 30, 2006 – PROJECT END DATE!!!

******All grant funds MUST be expended or obligated by this date******

JULY 20, 2006

- ☐ Fourth Quarter Financial Report (reporting for April 1 – June 30)

NOTE: If the project does not have obligated funds by June 30th, you may submit a FINAL FINANCIAL REPORT in lieu of a Fourth Quarter Financial Report.

- ☐ VOCA Performance Report (reporting for January 1 – June 30)

SEPTEMBER 20, 2006

- ☐ Final Financial Report
- ☐ Refund of unexpended grant funds. Refund check should be made payable to the Indiana Criminal Justice Institute. **TO ENSURE PROPER CREDIT, YOUR GRANT NUMBER MUST BE ON THE CHECK.**

ALL OBLIGATED FUNDS, WHICH WERE INCURRED DURING THE GRANT PERIOD, MUST BE DRAWN DOWN BY SEPTEMBER 20, 2006. ANY REMAINING GRANT FUNDS AFTER THIS DATE WILL BE FORFEITED.